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LN 35-310-1  
NOTICE

LN 35-310-1  
BUDGET  
13 May 1955

SUBJECT : Fiscal Year 1955 Operating Budget  
REFERENCE : CIA Notice [REDACTED] "Budget Execution - Operating Budgets"  
dated 11 May 1955

1. This notice implements the referenced notice and sets forth instructions for the submission of required material by Office of Logistics components.

2. Division and Staff Chiefs will be responsible for submitting for their respective budget activities the following material for the FY 1956 Operating Budget:

a. Completed operating budgets on Form No. 628. These operating budgets will be detailed as follows:

(1) Separate budgets for vouchered and unvouchered funds.

(2) Each of the fund's budgets will be broken down by allotment account distributed between personal services and a total of all other objects of expenditure.

(3) The columns on Form No. 628 will contain the following information:

(a) Allotment Account - column 1: The allotment title used will be the same as that in the current Chart of Allotment Accounts.

(b) Congressional Budget Estimate- column 2: This column will show the amounts included in the congressional budget for FY 1956 which will be provided to Office of Logistics components by the OL Budget Officer.

(c) Current Year Estimate - column 3: The amount shown in this column will reflect the best estimate of the current year cost which will be based upon the total obligations reflected on the reports of obligations and expenditures provided monthly by the OL Budget Officer for the period ending 30 April 1955, plus the estimated obligations for the balance of fiscal year 1955.

(d) Operating Budget Estimate - column 4: The estimated operating budget for FY 1956 will be shown in this column. The operating budgets will reflect the current estimated outlook for operations in the ensuing fiscal year based on the budgeted program as presented to the Congress and information obtained from current fiscal year operations. Staff and Division Chiefs

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No Change in Class. ☐

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shall review all plans proposed in the Congressional Budget in light of current developments to determine essentiality and revised estimated costs. In this review and in the preparation of the FY 1956 operating budget, consideration should be given to changes in original plans and new plans which have been developed since the submission of the FY 1956 Budget.

(e) Increase +, and Decrease -, - column 5: This column will show the difference between columns 3 and 4 and will represent the change in the estimated cost between the current program (FY 1955) and the ensuing fiscal year (FY 1956).

(f) Reference - column 6: All changes shown in column 5 must be explained. Column 6 will show the appropriate reference symbol. A detailed explanation of the change will be given on a separate page. Additionally, the separate page should contain explanations of all significant changes between columns 2 and 4.

3. A supply of the prescribed Form No. 628 for the Operating Budget may be obtained from the OL Budget Officer, Room 1-58 Qtrs Eye.

#### 4. SUBMISSION OF OPERATING BUDGET

Operating Budgets shall be submitted to the Budget and Fiscal Branch, AS, OL, Room 1-58, Qtrs. Eye, in an original and one copy not later than 25 May 1955.

5. The OL Budget Officer [REDACTED] will be available to render technical assistance at all times to those responsible for formulating the FY 1956 Operating Budget. He will perform the necessary liaison and clear all information and inquiries with the cognizant budget analysts in the Budget Division, Office of the Comptroller. 25X1A

FOR THE DIRECTOR OF LOGISTICS

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[REDACTED]  
Chief, Administrative Staff, Office of Logistics

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